DALNET Finance Committee
University of Detroit Mercy
McNichols Campus
Meeting Agenda
March 14, 2001

1. Call to Order

2. Approval of Minutes

3. Digital Project Agreement

4. DALNET Equipment

5. DALNET Space

6. DALNET Staffing

7. High School Libraries Policy Ramifications

8. DALNET / WSU Split

9. New Business / Old Business

10. Adjournment

DALNET Finance Committee
Meeting Minutes
University of Detroit
McNichols Campus
March 14, 2001

Present: M. Auer, J. Bosler, N. Bulgarelli, B. Harris, B. Holley, P. Jose, M. Wheeler.
Guest: Michael Piper

1. **Call to order; approval of Minutes.**
   The meeting was called to order at 10:10 p.m.   The Minutes of February 26, 2001 were
   approved.

2. **Digital Project Agreement**
   a. **Procedure**
      The procedure and the financial reimbursement to the participating libraries requires clarity. B.
      Harris will follow-up. The method of payment for the digital laboratory equipment could be:
      i.   WSU can directly purchase the equipment and transfer title to the other institution, i.e.
               DPL or UDM. (WSU Director of Purchasing).
      ii.   The equipment can be purchased directly by the user institution so as to have title
               immediately vest with the participating institution. WSU can then reimburse them. It is
               possible to provide a prepayment for a substantial amount (50%) at the time the contract
               is issued, with the balance paid when the invoice is submitted showing payment. (WSU
               VP Fiscal Operations).

3. **DALNET Equipment**
   DALNET equipment was not discussed since agreement was reached previous to the meeting that
   WSU would assume responsibility for making sure that DALNET employees had the equipment
   needed to perform their job. Equipment requests are in the process of being submitted.

4. **DALNET Space / Renovation**
   DALNET Renovation plans at the Purday-Kresge Library were discussed. The financial allocation
   was reviewed. The approved Board motion was that the cost to DALNET would not exceed $100,000.
   It is conceivable that WSU might contribute as much as $40,000 in additional funds. The total budget
   for the project would be $140,000 including cabling

5. **DALNET Staffing**
   DALNET staffing was reviewed. At WSU a distinction is made between academic and non-academic
   positions according to the Hayes classification and salary ranges.   Union contracts and guidelines must
   be considered as DALNET attempts to fill its Assistant Director position.
   The Committee considered the issue of transition time needed to hire and train a person. Some fine-
   tuning and patience will be needed in the search for new DALNET employees.
   DALNET has received a number of applications for the Sybase Librarian position. Fewer applications
   have been received for the Web Master position. Committee members considered ALA recruiting in
   June if necessary.

6. **High School Libraries Policy Ramifications: Detroit Public Schools, Archdiosises of Detroit High
   Schools**
   It had been noted at the previous Finance Committee Meeting that Detroit Public Schools (DPS) had
   closed their professional library but remained liable for their DALNET membership. Committee
   members discussed the benefits of marketing to the Detroit Public Schools high school libraries. There
   is a difficulty in that there is no contact person. The keys to implementation are: realistic planning,
   staffing, equipment, software and hardware.

DALNET needs to approach DPS with a focused plan which outlines how to get their high schools connected to Horizon. It may be that DALNET would have to help DPS write a grant for financial support. The deadline for new LSCA grants is in June. It was agreed that a proposed grant to support a new Michigan academic consortium including high schools libraries would be viewed very positively by funding authorities. Someone from the Finance Committee and or the Board needs to sit down with the DALNET Outreach Coordinator to work on the context of a proposal. A sub-committee of 2-3 people could develop a proposal and proceed with the high school libraries. The sub-committee could provide a chart as to the locations of the high schools to identify their affiliation with a DALNET member library.

Basic initial technical specifications were considered such as a T line and machine readable records. It was agreed that it would be better to keep DPS in the fold through the high schools rather than let them fade and disappear. DALNET has value added benefits that it can offer DPS. Funding is an issue. The Outreach Coordinator may need to have an additional conversation with the Finance Committee to address funding to pay for the costs.
Committee members were realistic about an annual fee that DPS could afford. DALNET needs to be up front about costs and capabilities.

All of the considerations outlined for DPS apply to the Archdioseses of Detroit high school libraries as well.

7. **DALNET / WSU Split**

As DALNET prepares to undertake new initiatives and move into new quarters in the Purdy / Kresge Library, long term planning becomes an issue. How autonomous do members want DALNET to be? Within the current structure and financial base, how autonomous can DALNET be? The Finance Committee recommended a DANET retreat to during the summer months. Questions were posed as to a facilitator and the desired outcome. It was agreed that DALNET needs to know where it's going. What are the DALNET priorities? What are the DALNET commitments?

A focus needs to be created with an understanding as to whether DALNET is a revenue generating entity, whether it is an information hub and a knowledge creator and what the reasonable range for long term financing will be. In looking at the Information Hub, internal projects need to be executed well before they are marketed to a wider base of clients. The timely implementation of projects is also at issue, such as the Digital Laboratories. There needs to be consensus to establish a new vision for DALNET. Consequently, a retreat was recommended. M. Piper will coordinate planning for the retreat, creating a process approach, looking at system / organizational capabilities and expected outcomes. The suggested date for the retreat is July 23, 2001. A discussion was held on whether to invite epixtech. No clear conclusion was reached.

8. **Adjournment**

The meeting adjourned at 12:00 p.m. The next meeting was not set.